

Application Checklist for Third Party Administrators

Complete this checklist to assure that your application filing is complete. Incomplete application filings may result in processing delays, or may be rejected without further review.

Keep this list for your records, please DO NOT submit it with your filing.

Date you filed application

Your name

<u>Filing Item</u>	<u>Filing Item applies to</u>	<u>Filing Item notes</u>
<input type="checkbox"/> Form FIS 0861 Third Party Administrator Application for Certificate of Authority	All applicants.	Complete all questions, provide all required attachments. Sign and notarize form as instructed.
<input type="checkbox"/> Form FIS 0860 Consent to Service-Third Party Administrators	Only applicants incorporated OUTSIDE of Michigan.	Sign and notarize as instructed.
<input type="checkbox"/> Articles of incorporation	All incorporated applicants.	Certified by state of domicile
<input type="checkbox"/> Other official filing (partnership agreement, business license filing etc.)	All unincorporated applicants.	Certified by state of domicile
<input type="checkbox"/> Form FIS 0862 Third Party Administrator Affiliation Statement	EACH officer, partner, sole proprietor, stockholder or owner of 10% or more. EACH member of the Board of Directors of the corporation including Board of Trustees, Executive Committee, and any other governing body.	Each person must provide their own notarized signature.
<input type="checkbox"/> A current Organization Chart	All applicants.	Show management hierarchy. Include all officers on chart. Label positions with title/function and name of person holding position.
<input type="checkbox"/> A chart showing all of applicant's controlling and subsidiary entities	All applicants that are subsidiaries, or have subsidiaries.	
<input type="checkbox"/> Form FIS 0850 Financial Statement for Third Party Administrators	All applicants.	Complete for the most current annual closing period. You may submit a certified auditor's report in lieu of pages 2-3 of form FIS0850, but you must complete and include page 1.
<input type="checkbox"/> Bylaws of the applicant TPA in its own name	All incorporated applicants	
<input type="checkbox"/> Copy of sample service contract	All applicants.	See MCL 550.930(1); 550.932
<input type="checkbox"/> Form FIS 0863 TPA Fee Processing Card	All applicants.	
Payment in the amount of \$250.00	All applicants (\$200 application fee, \$25 certificate fee, \$25 financial statement review fee).	Make check, or money order payable in US Dollars to "State of Michigan."

When your filing is complete, submit it to:

Office of Financial and Insurance Services
611 W. Ottawa
P.O. Box 30220
Lansing, MI 48909-7720

Use of this form is voluntary. There is no penalty for not completing or submitting it. Its purpose is to list items applicants may be required to file before they may be considered for a certificate of authority to conduct business as a Third Party Administrator in Michigan. Failure to include all required items will result in delay processing or return of your TPA application filing.



Michigan Department of Labor & Economic Growth

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